



Staff: Pamela Dunn
Purpose: To make preliminary decisions – straw vote expected
Keywords: M-NCPPC, Operating Budget, Planning, Parks

AGENDA ITEM #3
 April 28, 2020
Worksession

SUBJECT

The Maryland-National Capital Park and Planning Commission Proposed Annual Budget for FY21

EXPECTED ATTENDEES

- Casey Anderson, Chair, Montgomery County Planning Board
- Mike Riley, Director, Parks Department
- Gwen Wright, Director, Planning Department
- Brett Magellan, Fiscal and Policy Analyst, Office of Management and Budget
- Joshua Watters, Fiscal and Policy Analyst, Office of Management and Budget

EXECUTIVE RECOMMENDATION (\$ MILLION)

	Total	Tax Supported (incl debt)	Non-Tax Supported
FY21 M-NCPPC Request	\$170,072,862	\$149,949,345	\$20,123,517
Increase (Decrease) from FY20	\$ 11,740,828 7.4%	\$ 10,513,305 7.5%	\$ 1,227,523 6.5%
FY21 Executive Recommendation	\$161,197,550	\$141,074,033	\$20,123,517
Increase (Decrease) from FY20	\$ 2,865,516 1.8%	\$ 1,637,993 1.2%	\$ 1,227,523 6.5%

COUNCIL STAFF RECOMMENDATION – CONTINUITY OF SERVICES BUDGET

	Total	Tax Supported (incl debt)	Non-Tax Supported
FY21 Continuity of Services Budget	\$ 164,567,597	\$144,444,080	\$20,123,517
Increase (Decrease) from FY20	\$6,235,563 3.9%	\$ 5,008,040 3.2%	\$1,227,523 6.5%

EXECUTIVE RECOMMENDED ITEMS NOT INCLUDED IN CONTINUITY OF SERVICES

- N/A

CONTINUITY OF SERVICES FROM FY20

- Starting with the FY20 approved operating budget as the base, the “continuity of services” budget includes annualization of FY20 compensation costs, major known commitments or financial obligations, adjustments to operational costs, reductions or necessary additions to support the work program, and any increases due to a legal or policy requirement.

- For M-NCPPC, the largest increase over FY20 is for major know commitments, health insurance costs, and pension funding.

PROTENTIAL REDUCTIONS

- The biggest reduction is in one-time professional service funding approved in the prior year budget.

OTHER BUDGET ISSUES

- In addition to the Administration Fund and Park Fund, the Council approves appropriations for the Property Management Fund, Enterprise Fund, Advanced Land Acquisition Fund, Grants, and Special Revenue Funds.
- The work program for the Planning Department is approved as part of the operating budget approval process.
- Typically, the Park Police portion of the M-NCPPC budget is reviewed with other public safety funding, however, due to the abbreviated budget review process information on Park Police is included here.

POTENTIAL ITEMS RELATED TO COVID-19

- If the social distancing restrictions continue into FY21, the Parks Department may experience significantly reduced revenue from their Enterprise operations as a result of facility closures and program cancellations. Park Fund revenue is likely to fall as well due to cancellations of ballfield permits and building and shelter rentals.
- Potential increased costs resulting from the COVID-19 differential pay will impact the Park Fund; however, at this time these impacts are difficult to quantify.
- While Park facilities are currently closed to the public, the parks remain open and are being maintained.
- Planning Department expenditures related to COVID-19 will primarily include funding for virtual meetings, overtime and additional IT equipment.
- If the number of development applications decreases, revenue to the Development Review Special Revenue Fund will also fall.

This report contains:

Staff Report	Pages 1-4
Operating Budget transmittal letter from Planning Board Chair	© 1-10
Pages from the CE Recommended FY21 Operating Budget	© 11-22
Planning Department Work Program Chart	© 23
Table Reductions/Necessary Additions	© 24

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OVERVIEW OF M-NCPPC BUDGET

The budget for the Maryland-National Capital Park and Planning Commission includes tax-supported funds, self-supporting funds, debt service, and reserves. The Commission's total FY21 budget request is \$170.1¹ million, including Enterprise operations, Property Management, Debt Service, and Special Revenue Funds. This represents an increase of 7.4 percent over the FY20 adopted budget.

In FY21, the proposed tax-supported portion of the operating budget, including debt service, is \$149.9 million. This represents an increase of approximately \$10 million (7.5%) over the adopted FY20 tax-supported budget². The Executive has recommended a modest increase for FY21. For the Administration Fund, the CE recommended budget is approximately \$1.2 million below the Commission's request. For the Park Fund, his recommended budget is about \$7.7 million below the Commission's request. Non-tax supported operating budget items total \$20.1 million, up \$1.2 million (6.5%) over FY20.

Due to the unique circumstances of the COVID-19 pandemic, the Council has requested a “continuity of services” approach to the FY21 operating budget of each department and agency. In a presentation to the Council on April 16, Council Staff provided an outline for estimation of such a budget using the approved FY20 operating budget as a base and allowing certain modifications³ necessary to maintain department/agency services to County residents.

The table below summarizes the Commission's operating budget appropriation request (by fund or fund type) compared to the adopted FY20 budget and the Executive’s recommended budget.

M-NCPPC FY20 Approved, FY21 CE Recommended and FY21 Proposed Operating Budget

	FY20 Approved	FY21 CE Recommended	FY21 Proposed
1 Administration Fund	32,644,879	32,773,969	33,936,602
2 Park Fund (no debt)	100,021,551	100,992,054	108,704,733
3 Park (debt)	6,624,410	7,165,410	7,165,410
4 Advanced Land Acquisition debt	145,200	142,600	142,600
5 Grants	550,000	550,000	550,000
6 Enterprise Fund	9,697,934	10,634,588	10,634,588
7 Property Management Fund	1,563,320	1,586,500	1,586,500
8 Special Revenue Fund	7,084,740	7,352,429	7,352,429
9 Tax Supported (no debt) (1+2)	132,666,430	133,766,023	142,641,335
10 Tax Supported Debt (3+4)	6,769,610	7,308,010	7,308,010
11 Non-Tax Supported (5-8)	18,895,994	20,123,517	20,123,517
Total Operating Budget (Debt included)	158,332,034	161,197,550	170,072,862

¹ Removes \$300k appropriation request approved January 2020, after the M-NCPPC budget was transmitted.

² Includes \$300k appropriation approved in January 2020.

³ These modifications include annualization of FY20 compensation costs and positions, adjustments to operational costs (like mail, etc...), shifts/realignments (to other departments), technical adjustments, reductions recommended by the Executive, and any increases due to a legal or policy requirement in order to fund the same and/or required services.

TAX-SUPPORTED BUDGET

1. CE Recommended Tax-supported Operating Budget

The Executive's FY21 recommended tax-supported operating budget (excluding debt) for M-NCPPC, is \$133.8 million - an increase of \$1.1 million or 0.8% over the approved FY20 tax-supported operating budget, and approximately \$8.9 million less than the M-NCPPC proposed budget.

The Council is facing unprecedented uncertainty as it reviews the FY21 operating budget for the County. One option for the Council would be to approve the CE recommended budget. It is the most fiscally conservative option; however, the extremely modest increase over the FY20 budget offered by the CE would not provide a continuity of service to the residents of the County.

2. "Continuity of Services" Tax-supported Operating Budget

The challenge is to create a budget that provides a continuity of services to County residents while committing the least amount of resources necessary. Providing a continuity of services ensures effort or work continues to happen without great changes or interruptions. It should not be confused with providing the same services (which may cost more or less from one year to the next) or same level of funding (which may result in more or less service).

Using the FY20 approved operating budget as a base, the table below provides a "continuity of services" FY21 operating budget for M-NCPPC.

"Continuity of Services" Budget Estimate		
Annualization of FY20 Costs		
12	Compensation	(46,148)
13	Operating Budget Impacts (OBI) (not NPDES nor Wheaton)	261,962
14	Wheaton (net of one-time reduction)	380,761
15	Major Known Operating Commitments (Planning = (13,754), CAS = (80,790), Parks = 1,213,306))	1,142,871
Adjustments		
16	OPEB PAYGO and Prefunding	669,124
17	Health Insurance	1,543,443
18	Pension (ERS)	1,046,604
Reductions/Necessary Additions		
19	One-time Reductions	(1,015,000)
20	Work Program Support	320,000
Legal or Policy Increases		
21	Debt Service	541,000
22	Park - NPDES	163,423
Continuity of Services Budget		
23	Total Tax-supported "same service" 9 + 10 + (sum12-22)	144,444,080
24	Total Non-Tax supported "same service" (11)	20,123,517
25	Total "Continuity of Service" Operating Budget (23+24)	164,567,597

Since this format may be unfamiliar, certain terms warrant further explanation. Major Known Commitments are previously pledged or ongoing expenditures and may include contractual obligations, technology software maintenance agreements, utility and telecommunications costs, and inflationary increases. One-time Reductions are one-time expenditures, typically for professional services, approved in the prior-year budget; and Work Program Support is expenditures necessary to support the ongoing work program of the Commission, such as transportation modeling for an area master plan or communication assistance.

Council Staff worked closely with M-NCPPC staff to construct the “continuity of services” budget and they agree on most of the budget items listed above. Council Staff included fewer planning studies than were proposed, retaining only those professional services that support master plan work or communications. A table providing detail on the Reductions/Necessary Additions budget items can be found on ©24.

Council Staff also reduced Major Known Commitments, removing the Reclassification Marker for compensation, and reducing funding for seasonal staff by half in anticipation of below-normal activity over the summer months. Currently, the Consumer Price Index is negative for all non-seasonal goods. Council Staff did not provide funding to cover a potential price increase for supplies and materials, and reduced the amount of funding for contractual obligations for the same reason.

While these changes may seem modest to some or ambitious to others, the focus is on supporting the work program of the Commission under significant uncertainty. The “continuity of services” budget provided above recommends \$144.4 million in tax-supported funding for M-NCPPC. This is \$3.4 million (2.4%) above the CE recommended budget and \$5.5 million (3.7%) below the agency request. It strives to fund the core operations of the Commission, recognizing that every dollar over the CE recommended budget comes from another budget.

OTHER BUDGET ISSUES

1. Property Management, Enterprise, Special Revenue, and Advanced Land Acquisition Revolving Funds

The Property Management Fund provides for the oversight, management, maintenance, administration, and leasing of parkland and facilities located on parkland. The Enterprise Fund accounts for various park facilities and services that are entirely or predominantly supported by user fees. Also, the Advance Land Acquisition Revolving Fund (ALARF) is used to acquire land needed for public purposes, including parks, roads, school sites, and other public uses.

“Special Revenue Funds” are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. Programs that appear in the Special Revenue Fund are funded in total or in part by non-tax sources.

The table below summarizes the Commission's operating budget appropriation request for each fund compared to the adopted FY20 budget.

Fund	FY20 Approved	FY21 Proposed	Change
Property Management Fund	1,563,320	1,586,500	23,180
Enterprise Fund	9,697,934	10,634,588	936,654
Advanced Land Acquisition Revolving Fund (ALARF)	145,200	142,600	(2,600)
Special Revenue Funds	7,084,740	7,352,429	267,689

The Executive supports the Commission’s appropriation request for all funds, but a correction is needed for the Special Revenue Fund with respect to ballfield maintenance. The expenditure appropriation referenced in the CE recommended budget includes the correct total funding requested by both Parks and Planning of \$7,352,429. However, in both the summary text and in schedule A-4 (page 76-28 of the budget book), the intergovernmental revenue for the County (which is the revenue source for the MCPS Ballfield SRF) is listed as \$1,015,120. The amount should be \$1,615,120. The difference is the same as the amount requested for the CIP budget so would seem to be an inadvertent error. The Ballfield Initiatives PDF funding is totally independent of the funding for ballfield maintenance in the operating budget, regardless of funding source.

2. Planning Work Program

By the time this report posts, the Council will have discussed the Planning Department’s work program as part of the Semi-Annual presentation on April 23. A copy of the draft work program chart can be found on ©23.

According to the chart, the General Plan Update, the I-270 Transit Corridor Plan, and the Complete Streets Design Guidelines remain relatively on schedule. Several other work program items, however, show a delay of 5 to 11 months. Much of the master plan delay is related to the impact of COVID-19. Master plan efforts such as community engagement, traffic studies, and retail/market studies will not operate as normal for at least the next few months.

The new master plans proposed for the work program are both minor amendments. One is a Takoma Park Minor Master Plan Amendment and the other is a Fairland/Briggs Chaney Minor Master Plan Amendment. Both plans show a proposed delivery date in conflict with the Council’s ability to approve zoning changes in an election year. Staff expects the delivery date for these plans will be adjusted to resolve this problem.

3. Park Police

For FY21, the M-NCPPC proposed budget for Park Police is \$15,018,761 and 114.6 work years. This represents a 3.6% funding increase from the approved FY20 budget. The proposed budget includes two new career police officer positions and \$24,660 in supplies and materials to provide security at the new Wheaton headquarters. This cost is offset by a chargeback transferring the cost to the Wheaton Headquarters Internal Service Fund. The budget also includes \$8,000 for fair and impartial training initiatives.



MONTGOMERY COUNTY PLANNING BOARD
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

OFFICE OF THE CHAIR

January 15, 2020

The Honorable Marc Elrich
Montgomery County Executive
Executive Office Building
101 Monroe Street
Rockville, MD 20850

The Honorable Sidney Katz
President, Montgomery County Council
Stella B. Werner Council Office Building
100 Maryland Avenue
Rockville, MD 20850

Dear Mr. Elrich and Mr. Katz:

Pursuant to §18-104 of the Land Use Article of the Annotated Code of Maryland, the Montgomery County Planning Board is pleased to transmit the FY21 Proposed Budget for the operations of the Maryland-National Capital Park and Planning Commission in Montgomery County. This comprehensive document is presented at the budget appropriate departmental and divisional levels, including lists of the programs and services provided by each division.

We have been made aware of the County's potential fiscal challenges in FY21. We fully understand the county's financial challenges but have proposed increases where needed to address critical needs.

On-going Service Provision

The Commission's primary mission remains unchanged: providing clean and safe parks, and delivering a timely, comprehensive development review program, key master plans, and other critical planning programs which drive economic development. It is our goal to continue to give our customers/residents excellent service. We are proud to have been awarded the National Gold Medal Award for excellence in Parks and Recreation Management in 2015. This is the sixth time we have been so recognized by the American Academy for Park and Recreation Administration in partnership with the National Recreation and Park Association. In addition, our Planning efforts were recognized in 2018 with awards from the National Capital Area Chapter of the American Planning Association for the Bethesda Downtown Plan and for our outreach efforts on the Veirs Mill Corridor Plan.

The FY21 Proposed Budget focuses on maintaining service levels, responding to federal/state/local mandates, and addressing a limited number of critical needs. The FY21 Proposed Budget includes increases related to necessary planning studies, legislative mandates, and operating costs of new parks.

The FY21 proposed tax-supported operating budget is \$153.2 million. This is \$11.1 million more than the FY20 adopted budget, a 7.8 percent change, reflecting both critical needs requests and the additional costs of the new Wheaton Headquarters building. The total proposed budget, including Enterprise operations, Property Management, Park Debt Service and Special Revenue funds, is \$182.8 million, an increase of \$15.2 million or 9.1 percent from the FY20 adopted budget.

**Summary of FY21 Proposed Operating Budget Expenditures
 (net reserves, ALARF, Internal Service Funds, and Capital Projects Fund)**

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Montgomery Funds				
Administration (1)	\$ 32,619,879	\$ 34,386,602	\$ 1,766,723	5.4%
Park (2)	107,395,961	116,720,143	9,324,182	8.7%
ALA Debt	2,075,264	2,087,700	12,436	0.6%
Subtotal Tax Supported	142,091,104	153,194,445	11,103,341	7.8%
Enterprise (3)	10,197,934	13,184,588	2,986,654	29.3%
Property Management	1,563,320	1,586,500	23,180	1.5%
Special Revenue	7,084,740	7,352,429	267,689	3.8%
Park Debt	6,624,410	7,440,410	816,000	12.3%
Total Montgomery	\$ 167,561,508	\$ 182,758,372	\$ 15,196,864	9.1%

- (1) Includes transfer to Park and Capital Projects
- (2) Includes transfer to Park Debt Service and Capital Projects
- (3) Includes transfer to Capital Projects

Fiscal challenges remain at all levels of government, including the Commission. The latest projections provided by Montgomery County’s Finance Department show the County’s FY21 assessable base (both real and personal) projected to grow by less than one percent next year.

Costs, however, continue to grow at a higher rate. National Pollutant Discharge Elimination System (NPDES) and American with Disabilities Act (ADA) mandates and Operating Budget Impacts (OBI) from previously approved CIP projects impact the base budget. Maintenance needs are more expensive to address the longer they are deferred. With property tax revenue making up approximately 94 percent of operating revenues, growth, although modest, means the Commission must manage its resources carefully to sustain a stable financial position.

The following table begins with our FY20 adopted budget total and adds each of the elements that make up the proposed General Fund increase, totaling 7.9 percent.

M-NCPPC
Summary of FY21 Proposed Budget Major Changes
Montgomery County General Fund Accounts
Administration and Park Funds (excludes property management and reserves)

	<u>Budget Amount</u>	<u>% Change</u>
FY20 Adopted Budget	\$ 140,015,840	
<i>FY21 Major Changes- increase (decrease)</i>		
<u>Major Personnel Cost Changes</u>		
OPEB Paygo and prefunding	669,124	
Health Insurance	1,873,687	
Pension (ERS)	1,046,604	
Employee Compensation Marker	2,234,156	
Reclassification Marker	184,319	
Subtotal Major Personnel Changes	6,007,890	4.3%
<u>Major Non-Personnel Cost Changes</u>		
Debt Service	541,000	
Transfer to Development Review	-	
Transfer from Admin Fund to Park Fund	(125,000)	
One Time Reductions	(773,000)	
Park- NPDES	297,309	
OBI (non-NPDES and non-Wheaton)	261,962	
Wheaton Headquarters (net of one time reductions)	340,661	
Investment in Critical Needs	3,009,738	
Operating Major Known Commitments	1,530,345	
Subtotal FY21 Major NonPersonnel Changes	5,083,015	3.6%
Total Dollar Change for Major Changes	11,090,905	7.9%
TOTAL FY21 Proposed Budget	\$ 151,106,745	7.9%

OVERVIEW OF BUDGET DEVELOPMENT AND ASSUMPTIONS

The Commission is putting forth a budget for FY21 that includes increases for major known commitments and investments in critical needs, and seeks to continue to rebuild service levels.

The Proposed Budget includes the following major known commitments for personnel costs in FY21:

- Medical insurance and benefit costs;

- Full funding of OPEB Pay-Go and Pre-Funding as determined by the actuarial study;
- Full funding of pension contribution as determined by the actuarial study; and
- Dollar markers to adjust employee compensation, and possible position reclassification due to a multi-year classification study of the workforce.

As shown in the following table, personnel expenses reflect an increase of \$6.0 million.

FY21 Proposed Budget					
Summary of Changes in Major Personnel Costs					
Montgomery County Administration Fund and Park Fund					
	FY20	FY21	\$	%	
	Adopted	Proposed	Change	Change	
OPEB					
OPEB Paygo & Prefunding	\$ 6,898,761	\$ 7,567,885	\$ 669,124	9.7%	
Pension (ERS)					
Pension (ERS)	7,929,534	8,976,138	1,046,604	13.2%	
Health and Benefits(1)					
Employee Health Benefits	14,225,174	16,098,861	1,873,687	13.2%	
Subtotal Personnel Costs	<u>\$ 29,053,469</u>	<u>\$ 32,642,884</u>	<u>\$ 3,589,415</u>	<u>12.4%</u>	
Employee Compensation					
Marker for Changes to Employee Comp.		2,234,156	2,234,156	-	
Marker for Possible Reclassifications	501,124	685,443	184,319	36.8%	
Total Major Personnel Costs			<u>\$ 6,007,890</u>		

(1) Health and Benefits includes medical insurances (health, dental, vision, prescription), long-term disability, accidental death and dismemberment, and life insurance.

The compensation marker represents the largest cost increase, followed by the increased cost for health insurance. Health costs are increasing due to increased utilization and cost trends.

The net change for total OPEB costs is an increase of \$670,000, or 9.7 percent. Total OPEB funding is \$7.6 million. OPEB is shown in the Non-Departmental accounts in individual funds rather than being allocated to each department.

As determined by the actuary, pension costs will increase by 13.2 percent in FY21, representing an additional cost of \$1.0 million above the FY20 budget. Health benefit costs are projected to increase by 13.2 percent, resulting in additional cost of \$1.9 million over the FY20 Budget.

As for employee compensation, the budget includes a dollar marker of \$2.2 million in the General Fund. The Commission is in full contract negotiations with the FOP, and will begin shortly a wage and benefit re-opener with MCGEO, the results of which will be presented for approval at the Joint

County Council Meeting in May 2020. Also included is \$685,000 for possible reclassification adjustments based on the multi-year classification study that is under way.

Investing to Meet Critical Equipment, Maintenance, and Essential Service Needs

Included in the funding levels of the Administration Fund and Park Fund is a funding request of approximately \$3.0 million to address critical maintenance, equipment, and essential service needs. Each department’s budget sections provide detailed information on how this increased investment is proposed to be used. The following is a summary of the requests by department.

Fund	Department	Essential Needs Investment Amount
Administration	Planning	\$ 1,110,100
Administration	Commissioners' Office	30,000
Administration	DHRM	-
Administration	Legal	50,942
Administration	Finance	58,514
Administration	Inspector General	57,248
Administration	Corporate IT	43,265
Administration	Share of CIO/CWIT Initiatives	113,370
Park	Parks	<u>1,546,299</u>
Total		\$ 3,009,738

Summary of FY21 Proposed Budgets for General Fund

The following table provides a comparative summary of the FY21 proposed budget to the FY20 adopted budget for the General Fund. Specific changes in each of the departments are explained in full detail in the Department sections of the Budget Book.

**Summary of FY21 Proposed Budget General Fund Accounts
 By Fund by Department (excludes reserves)**

	FY20 Adopted	FY21 Proposed	\$ Change	% Change
Administration Fund				
Commissioners' Office	\$ 1,299,038	\$ 1,265,196	\$ (33,842)	-2.6%
Planning Department Operating	20,573,790	21,280,031	706,241	3.4%
CAS Departments	8,735,536	9,220,686	485,150	5.6%
Transfer to Development Review	-	-	-	-
Transfer to Park	125,000	-	(125,000)	-100.0%
Grants	150,000	150,000	-	0.0%
Non-Departmental (1)	1,736,515	2,470,689	734,174	42.3%
Subtotal Admin Fund	32,619,879	34,386,602	1,766,723	5.4%
Park Fund				
Park Department Operating	94,487,219	100,678,688	6,191,469	6.6%
Transfer to Debt Service	6,624,410	7,165,410	541,000	8.2%
Transfer to Capital Projects	350,000	450,000	100,000	28.6%
Grants	400,000	400,000	-	0.0%
Non-Departmental (1)	5,534,332	8,026,045	2,491,713	45.0%
Subtotal Park Operating	107,395,961	116,720,143	9,324,182	8.7%
Montgomery Operating Subtotal	140,015,840	151,106,745	11,090,905	7.9%
Property Management	1,563,320	1,586,500	23,180	1.5%
Montgomery General Fund Total	\$ 141,579,160	\$ 152,693,245	\$ 11,114,085	7.9%

(1) Non-Departmental for both years include OPEB prefunding and OPEB paygo, and a budget marker for compensation adjustments.

PROGRAM HIGHLIGHTS

We are committed to a FY21 work program that helps achieve our goal of maintaining Montgomery County as one of the nation's best places to live. Below are some highlights of the program budget focus in each of the departments. A more detailed discussion of department budgets is provided in each Department's section of the Budget Book.

Parks Department

The Department of Parks will focus on delivering core services to properly operate, maintain and protect our park system.

The Commission continues to develop and maintain one of the largest and most diverse park systems in the nation with over 36,900 acres in 422 parks. Montgomery Parks has balanced the dual roles of providing developed parkland for active and passive recreational opportunities that promote healthy, active life styles, and serving as stewards and interpreters of Montgomery

County's natural and cultural resources by conserving parkland. From playgrounds and sports fields to park benches and trails, parks offer opportunities for people of all ages to communicate, compete, interact, learn and grow. Proximity to parks has been shown to increase property values.

Montgomery Parks seeks to provide quality recreational and educational opportunities through its operation, construction, development, and maintenance of a wide variety of facilities to meet the varied needs and interests of the County's residents. Montgomery Parks' Vision 2030 plan, prepared together with the County's Department of Recreation, is a comprehensive planning effort to develop long range plans and serves as a guide for future park development and resource protection to better address changing needs and growth forecasts through 2030.

The Department's FY21 budget includes increases for:

- Unfunded Operating Budget Obligations, including Operating Budget Impacts from Capital Improvement Projects;
- Known operating commitments;
- Debt service on general obligation park bonds and capital equipment;
- National Pollutant Discharge Elimination System (NPDES) mandates; and
- Wheaton Headquarters operating budget impact.

In addition, the FY21 budget includes funding to address identified deficiencies in our work program as well as emerging trends aimed at meeting the future needs of the department such as:

- Improving customer service;
- Improving the quality and playability of ballfields;
- Maintaining and improving existing equipment, facilities and services;
- Addressing social equity; and
- Responding to legislative mandates.

Together, we have created a highly popular, valued, and nationally-recognized park system. Our entire team remains committed to honoring our core vision to provide "...an enjoyable, accessible, safe, and green park system that promotes a strong sense of community through shared spaces and experiences and is treasured by the people it serves." We will continue to aggressively seek new funding opportunities and to improve work program efficiencies. We remain committed to forming viable partnerships and strong relationships with our stakeholders and within our communities.

The FY21 budget request will enable us to continue to provide safe, clean parks, keep our programs and facilities accessible and affordable, and maintain the quality of life for which Montgomery County is renowned.

Planning Department

The Planning Department continues to deliver its core services to improve the quality of life in Montgomery County by conserving and enhancing both natural and man-made environments for current and future generations. Central to this role, the Department develops master plans, reviews development applications, and researches, analyzes and presents information to the community and public officials to aid in planning for Montgomery County's future.

In addition to the FY21 work plan that is detailed in the Department's budget section, the following critical needs are proposed:

One-Time projects:

- Takoma Park Minor Master Plan Amendment support
- Fairland-Briggs Chaney Minor Master Plan Amendment
- General Plan Update support
- Mixed-Use Trip Generation Tool
- I-270 Transit Corridor Functional Master Plan support
- Silver Spring Master Plan support
- Equal Opportunity Index
- Historic Preservation at 40
- Bikeway Branding Plan
- Noise Guidelines Update
- Mixed-Use Development: Current Status and Future Trends
- Urban Loading and Delivery Management Study

On-going projects:

- Conversion of a Term Contract maintenance position to Full-Time Career receptionist position for Wheaton Headquarters
- Strategic Communications Consulting
- Countywide Historical Markers

Other Initiatives:

- Wheaton Headquarters operating budget impact

Central Administrative Services (CAS)

For FY21, CAS Departments' work priorities will center on continuing to meet the needs of the operating departments. Critical needs are proposed as follows:

- Finance Department: one career position in the Secretary-Treasurer's Office to monitor and administer the legislatively mandated Supplier Diversity Program currently under development.
- Inspector General: one career position to assist with an increased workload.
- Corporate IT Division: additional funding for a new Help Desk system.
- Chief Information Officer:
 - Increased costs of Microsoft and Adobe operational licenses
 - Funding for the following IT initiatives
 - ERP improvements
 - ERP Upgrade planning

- Kronos time keeping system improvements
- Enterprise Content Management, Phase I
- Funding to complete the Alliance building security upgrade
- Commission’s website upgrade and ADA improvements

Commissioners’ Office

The role of the Commissioners’ Office staff is to support the Chair and Planning Board in the performance of their official duties, serve as the point of contact for meeting related issues, and coordinate prompt responses to issues and inquiries from agencies and the general public. This also includes preparing and web posting the Board’s meeting agenda; producing and preserving records of official Board proceedings; and managing correspondence between the Board and other agencies and the public.

In addition to known operating commitments, the FY21 Proposed Budget for the Commissioners’ Office includes increased funding for staff and Planning Board training.

Capital Budget

This transmittal also includes the Capital Budget (the first year of the six-year Capital Improvements Program (CIP). Highlights of this budget can be found within the Department of Parks detail pages.

TAX RATES AND LONG-TERM FISCAL SUSTAINABILITY

Beyond meeting the immediate FY21 challenges, the Commission continues to strive for long-term fiscal sustainability. Property taxes comprise approximately 94 percent of operating revenue in the tax-supported funds. The Commission, in proposing this budget, is requesting a change in the property tax rates for both the Administration Fund and the Park Fund. The requested increase in the real property tax rate is 0.16 cent for the Administration Fund and 0.52 cent for the Park Fund.

The FY21 Proposed Budget reflects a total tax rate for property tax supported funds of 8.08 cents real property and 20.20 cents personal property. The breakdown by fund is:

- Administration Fund: 1.86 cents real and 4.65 cents personal, an increase of 0.16 and 0.40, respectively;
- Park Fund: 6.12 cents real and 15.30 cents personal, an increase of 0.52 and 1.30, respectively; and
- Advanced Land Acquisition Fund: 0.10 cents real and 0.25 cents personal, unchanged.

At these tax rates, the Commission will have sufficient property tax revenues to meet the proposed expenditures and reserve requirements for the Administration Fund and the Park Fund although both funds will continue to utilize fund balance in FY21.

MONTGOMERY COUNTY PROPERTY TAX RATES (Cents per \$100 of assessed value)													
FUNDS	ACTUAL FY09	ACTUAL FY10	ACTUAL FY11	ACTUAL FY12	ACTUAL FY13	ACTUAL FY14	ACTUAL FY15	ACTUAL FY16	ACTUAL FY17	ACTUAL FY18	ADOPTED FY19	ADOPTED FY20	PROPOSED FY21
Administration Fund													
Real	1.90	1.80	1.50	1.70	1.80	1.80	1.70	1.80	1.70	1.72	1.56	1.70	1.86
Personal	4.70	4.50	3.80	4.30	4.50	4.50	4.25	4.50	4.25	4.30	3.90	4.25	4.65
Park Fund													
Real	5.30	5.00	4.50	4.80	5.40	5.30	5.60	5.52	5.48	5.54	5.30	5.60	6.12
Personal	13.20	12.50	11.20	12.00	13.50	13.25	14.00	13.80	13.70	13.85	13.25	14.00	15.30
Advance Land Acquisition Fund													
Real	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Personal	0.30	0.30	0.30	0.30	0.30	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Total Tax Rates (Cents)													
Real	7.30	6.90	6.10	6.60	7.30	7.20	7.40	7.42	7.28	7.36	6.96	7.40	8.08
Personal	18.20	17.30	15.30	16.60	18.30	18.00	18.50	18.55	18.20	18.40	17.40	18.50	20.20

CONCLUSION

The Proposed 2021 Budget is respectfully submitted for your consideration. In this document, we are proposing a budget that addresses critical needs and planning and parks initiatives. We continue to explore potential collaborative efforts across departments and counties in our effort to provide efficient, effective quality service, while maintaining our fiscal responsibility and commitment to the community we serve.

We continue to strive to find new ways to save taxpayer dollars while providing quality service and achieving progress in our many areas of focus. Working together, we will do everything in our power to ensure that taxpayer dollars are invested wisely in our collective future.

Sincerely,



Casey Anderson
 Chair



Maryland-National Capital Park and Planning Commission

RECOMMENDED FY21 BUDGET

\$161,197,550

FULL TIME EQUIVALENTS

1,127.34

MISSION STATEMENT

The Maryland-National Capital Park and Planning Commission (M-NCPPC) in Montgomery County manages physical growth and plans communities; protects and stewards natural, cultural, and historical resources; and provides leisure and recreational experiences.

BUDGET OVERVIEW

The M-NCPPC was established by the General Assembly of Maryland in 1927. As a bi-county agency, the Commission is a corporate body of the State of Maryland. The Commission operates in each county through a Planning Board and, in Montgomery County, a Park Commission. Five board members, appointed by the County Council, serve as the Montgomery County members of the Commission. The Planning Board exercises policy oversight to the Commissioners' Office, the Department of Parks, the Planning Department, and Central Administrative Services.

On January 15 each year, M-NCPPC submits to the County Council and the County Executive the M-NCPPC proposed budget for the upcoming fiscal year. That document is a statement of mission and goals, justification of resources requested, description of work items accomplished in the prior fiscal year, and a source of important statistical and historical data. The M-NCPPC proposed budget can be obtained by contacting the M-NCPPC Budget Office at 301.454.1731 or visiting the Commission's website at www.mncppc.org. Summary data only are included in this presentation.

Tax Supported Funds

The M-NCPPC tax-supported Operating Budget consists of the Administration Fund, the Park Fund, and the Advance Land Acquisition (ALA) Debt Service Fund. The Administration Fund supports the Commissioners' Office, the Montgomery County funded portion of the Central Administrative Services (CAS) offices, and the Planning Department. The Administration Fund is supported by the Regional District Tax, which includes Montgomery County, less the municipalities of Barnesville, Brookeville, Gaithersburg, Laytonsville, Poolesville, Rockville, and Washington Grove.

The Park Fund supports the activities of the Department of Parks and Park Debt Service. The Park Fund is supported by the Metropolitan District Tax, whose taxing area is identical to that of the Regional District.

The Advance Land Acquisition (ALA) Debt Service Fund supports the payment of debt service on bonds issued to purchase land for

a variety of public purposes. The Advance Land Acquisition Debt Service Fund has a countywide taxing area.

Non-Tax Supported Funds

There are three non-tax supported funds within the M-NCPPC that are financed and operated in a manner similar to private enterprise. These self-supporting operations are the Enterprise Fund, the Property Management Fund, and the Special Revenue Fund.

Grants are extracted from the tax-supported portion of the fund displays and displayed in the Grant Fund. The Grant Fund, as displayed, consists of grants from the Park and Administration Funds.

Special Revenue Funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes. The budgets are associated with Planning and Parks operations throughout the Commission.

Commissioners' Office

The Commissioners' Office supports the five Planning Board members and enhances communication among the Planning Board, County Council, County residents, other governmental agencies, and other Commission departments.

Planning Department

The Planning Department provides information, analysis, recommendations, and other staffing services to the Montgomery County Planning Board, the County Council, the County Executive, other governmental agencies, and the general public. The Department prepares master and sector plans for Planning Board review and approval by the County Council. The Department reviews development applications for conformance with existing laws, regulations, master plans and policies, and presents its recommendations to the Planning Board for action. The Department gathers, analyzes, and reports various data (such as housing, employment, population growth, and other topics of interest) to the County Council, County government, other agencies, the business community, and the public.

Central Administrative Services

The mission of Central Administrative Services (CAS) is to provide quality corporate services in the areas of corporate governance, human resources, finance and budget, legal counsel, information technology, and internal audit. CAS strives to deliver these services with integrity, innovation, responsiveness, and excellent customer service to the Commission, its employees, elected and appointed officials, and the communities served in the bi-county region. The level of services, and therefore funding allocation, by county, is tailored to the agency and the individual department needs. Certain functions are allocated based on labor distribution or a cost driver such as the number of employees paid. Some functions, such as the Merit System Board, are funded evenly by both counties.

Department of Parks

The Department of Parks provides recommendations, information, analysis, and services to the Montgomery County Planning Board (which also serves as the Park Commission), the County Council, the County Executive, other government agencies, and the general public. The Department also oversees the acquisition, development, and management of a nationally recognized, award-winning park system providing County residents with open space for recreational opportunities and natural resources stewardship. The Department oversees a comprehensive park system of over 36,000 acres in 421 parks of different sizes, types, and functions that feature Stream Valley and Conservation Parks, Regional and Special Parks, Recreational Parks, and Local and Community Parks. The Department serves County residents as the primary provider of open space for recreational opportunities and security and maintenance of the park system.

Debt Service - Park Fund

Park Debt Service pays principal and interest on the Commission's acquisition and development bonds. The proceeds of these bonds are used to fund the Local Parks portion of the M-NCPPC Capital Improvements Program.

Debt Service - Advance Land Acquisition Debt Service Fund and Revolving Fund

The Advance Land Acquisition Debt Service Fund pays principal and interest on the Commission's Advance Land Acquisition bonds. The proceeds of the Advance Land Acquisition bonds support the Advanced Land Acquisition Revolving Fund (ALARF). ALARF activities include the acquisition of land needed for State highways, streets, roads, school sites, and other public uses. The Commission may only purchase land through the ALARF at the request of another government agency, with the approval of the Montgomery County Council.

Enterprise Fund

The Enterprise Fund accounts for various park facilities and services which are entirely supported by user fees. Recreational activities include: ice rinks, indoor tennis, event centers, boating, camping, trains, carousel, mini-golf, driving range, and sports pavilion. Operating profits are reinvested in new or existing public revenue-producing facilities through the operating budget and Capital Improvements Program.

Property Management Fund

The Property Management Fund manages leased facilities located on parkland throughout the County, including single-family houses, apartment units, businesses, farmland, and facilities that house County programs.

Spending Affordability Guidelines

In February 2020, the Council approved the FY21 Spending Affordability Guidelines (SAG) of \$128,600,000 for the tax-supported Administration and Park funds of the M-NCPPC, which is a \$3,400,000 or 2.72 percent increase from the FY20 SAG of \$125,200,000. SAG excludes debt service and retiree health insurance prefunding. The Commission proposed an FY21 tax-supported budget, excluding debt service or retiree health insurance, \$2,401,862 million below the FY21 SAG.

County Executive Recommendations

The County Executive recommends an FY21 tax-supported appropriation, excluding debt service, of \$133,766,023 for M-NCPPC. This represents an increase of \$1.4 million, or 1.1 percent, over FY20 Approved.

Park Fund

The County Executive recommends funding of \$100,992,054, excluding debt service. This represents an increase of \$970,503 or 1.0 percent, over FY20 Approved. The Executive recommends \$7,165,410 for the Park Fund Debt Service budget, an increase of \$541,000 or 8.2 percent from the FY20 Approved Budget.

Administration Fund

The County Executive recommends funding of \$32,773,969. This represents an increase of \$429,090, or 1.3 percent, over FY20 Approved.

ALA Debt Service Fund

The County Executive concurs with the M-NCPPC request for funding of \$142,600. This represents a \$2,600 or 1.8 percent decrease from the FY20 Approved Budget.

Enterprise Fund

The County Executive recommends funding of \$10,634,588. This represents a \$936,654 or 9.7 percent increase from the FY20 Approved Budget.

Property Management Fund

The County Executive concurs with the M-NCPPC request for funding of \$1,586,500. This represents a \$23,180 or 1.5 percent increase from the FY20 Approved Budget.

Special Revenue Fund

The County Executive concurs with the M-NCPPC request for funding of \$7,352,429. This represents a \$267,689 or 3.8 percent increase from the FY20 Approved Budget.

The County Executive concurs with the M-NCPPC request to transfer \$1,015,120 from the General Fund to cover costs associated with the maintenance of Montgomery County Public Schools' ballfields. This represents a decrease of \$376,580 or 27 percent from the FY20 Approved Budget to reflect the price of a new contract and additional ballfields being maintained.

The County Executive recommends M-NCPPC's requested use of \$600,000 in Community Use of Public Facilities (CUPF) funds to support the FY21 and FY22 Capital Improvements Program (CIP) Ballfields Initiative (P008720).

Grant Fund

The County Executive concurs with the M-NCPPC request for funding of \$550,000. This maintains the level of support in the FY20 Approved Budget.

In addition, this agency's Capital Improvements Program (CIP) requires Current Revenue funding.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ❖ **An Affordable, Welcoming County for a Lifetime**
- ❖ **Thriving Youth and Families**
- ❖ **Easier Commutes**
- ❖ **A Greener County**
- ❖ **Effective, Sustainable Government**
- ❖ **Safe Neighborhoods**
- ❖ **A Growing Economy**

PROGRAM CONTACTS

Contact John Kroll of the Maryland-National Capital Park and Planning Commission at 301.454.1731 or Brett Magellan of the Office

of Management and Budget at 240.777.2767 for more information regarding this agency's operating budget.

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
ADMINISTRATION FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Administration Fund Personnel Costs	0	0	0	0	—
Operating Expenses	30,343,807	32,344,879	32,644,879	32,773,969	1.3 %
Administration Fund Expenditures	30,343,807	32,344,879	32,644,879	32,773,969	1.3 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	186.11	185.76	185.76	187.89	1.2 %
REVENUES					
Intergovernmental	415,700	403,500	403,500	403,500	—
Investment Income	405,855	100,000	100,000	100,000	—
Miscellaneous	4,084	0	0	0	—
Property Tax	26,630,664	30,516,309	29,870,552	31,870,604	4.4 %
User Fees	254,537	198,400	198,400	204,700	3.2 %
Administration Fund Revenues	27,710,840	31,218,209	30,572,452	32,578,804	4.4 %
PARK FUND					
EXPENDITURES					
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Park Fund Personnel Costs	0	0	0	0	—
Operating Expenses	95,565,280	100,021,551	100,021,551	100,992,054	1.0 %
Debt Service Other	5,983,991	6,624,410	6,399,410	7,165,410	8.2 %
Park Fund Expenditures	101,549,271	106,645,961	106,420,961	108,157,464	1.4 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	737.00	756.00	756.00	773.60	2.3 %
REVENUES					
Facility User Fees	2,802,813	3,216,214	3,216,214	3,233,793	0.5 %
Intergovernmental	3,344,909	3,422,473	3,422,473	3,422,473	—
Investment Income	348,171	60,000	60,000	100,000	66.7 %
Investment Income: CIP	224,636	40,000	40,000	25,000	-37.5 %
Miscellaneous	422,133	115,800	115,800	102,100	-11.8 %

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
Property Tax	90,674,169	100,524,312	98,397,114	103,848,034	3.3 %
Park Fund Revenues	97,816,831	107,378,799	105,251,601	110,731,400	3.1 %

ALA DEBT SERVICE FUND

EXPENDITURES

Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
ALA Debt Service Fund Personnel Costs	0	0	0	0	—
Debt Service Other	151,350	145,200	145,200	142,600	-1.8 %
ALA Debt Service Fund Expenditures	151,350	145,200	145,200	142,600	-1.8 %

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—

REVENUES

Property Tax	1,976,076	2,075,264	2,029,578	2,068,181	-0.3 %
ALA Debt Service Fund Revenues	1,976,076	2,075,264	2,029,578	2,068,181	-0.3 %

GRANT FUND MNCPPC

EXPENDITURES

Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Grant Fund MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	0	550,000	550,000	550,000	—
Grant Fund MNCPPC Expenditures	0	550,000	550,000	550,000	—

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	0.00	0.00	0.00	0.00	—

REVENUES

Administration Fund Grants	0	150,000	150,000	150,000	—
Park Fund Grants	0	400,000	400,000	400,000	—
Grant Fund MNCPPC Revenues	0	550,000	550,000	550,000	—

ENTERPRISE FUND

EXPENDITURES

Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Enterprise Fund Personnel Costs	0	0	0	0	—

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
Operating Expenses	9,489,241	9,697,934	10,145,445	10,634,588	9.7 %
Enterprise Fund Expenditures	9,489,241	9,697,934	10,145,445	10,634,588	9.7 %
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	125.40	120.70	120.70	121.80	0.9 %
REVENUES					
Fees and Charges	6,913,671	6,470,275	6,842,500	7,015,600	8.4 %
Merchandise Sales	834,786	854,350	854,900	886,500	3.8 %
Miscellaneous	823,830	777,622	756,652	777,241	—
Non-Operating Revenues/Interest	587,575	200,000	296,500	393,000	96.5 %
Rentals	3,389,722	3,294,795	3,315,022	3,535,795	7.3 %
Enterprise Fund Revenues	12,549,584	11,597,042	12,065,574	12,608,136	8.7 %

PROP MGMT MNCPPC

EXPENDITURES

Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Prop Mgmt MNCPPC Personnel Costs	0	0	0	0	—
Operating Expenses	1,529,451	1,563,320	1,563,320	1,586,500	1.5 %
Prop Mgmt MNCPPC Expenditures	1,529,451	1,563,320	1,563,320	1,586,500	1.5 %

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	7.00	5.80	5.80	5.80	—

REVENUES

Investment Income	34,516	10,000	10,000	25,000	150.0 %
Miscellaneous	6,750	0	0	0	—
Rental Income	1,352,558	1,456,600	1,456,600	1,561,500	7.2 %
Prop Mgmt MNCPPC Revenues	1,393,824	1,466,600	1,466,600	1,586,500	8.2 %

SPECIAL REVENUE FUNDS

EXPENDITURES

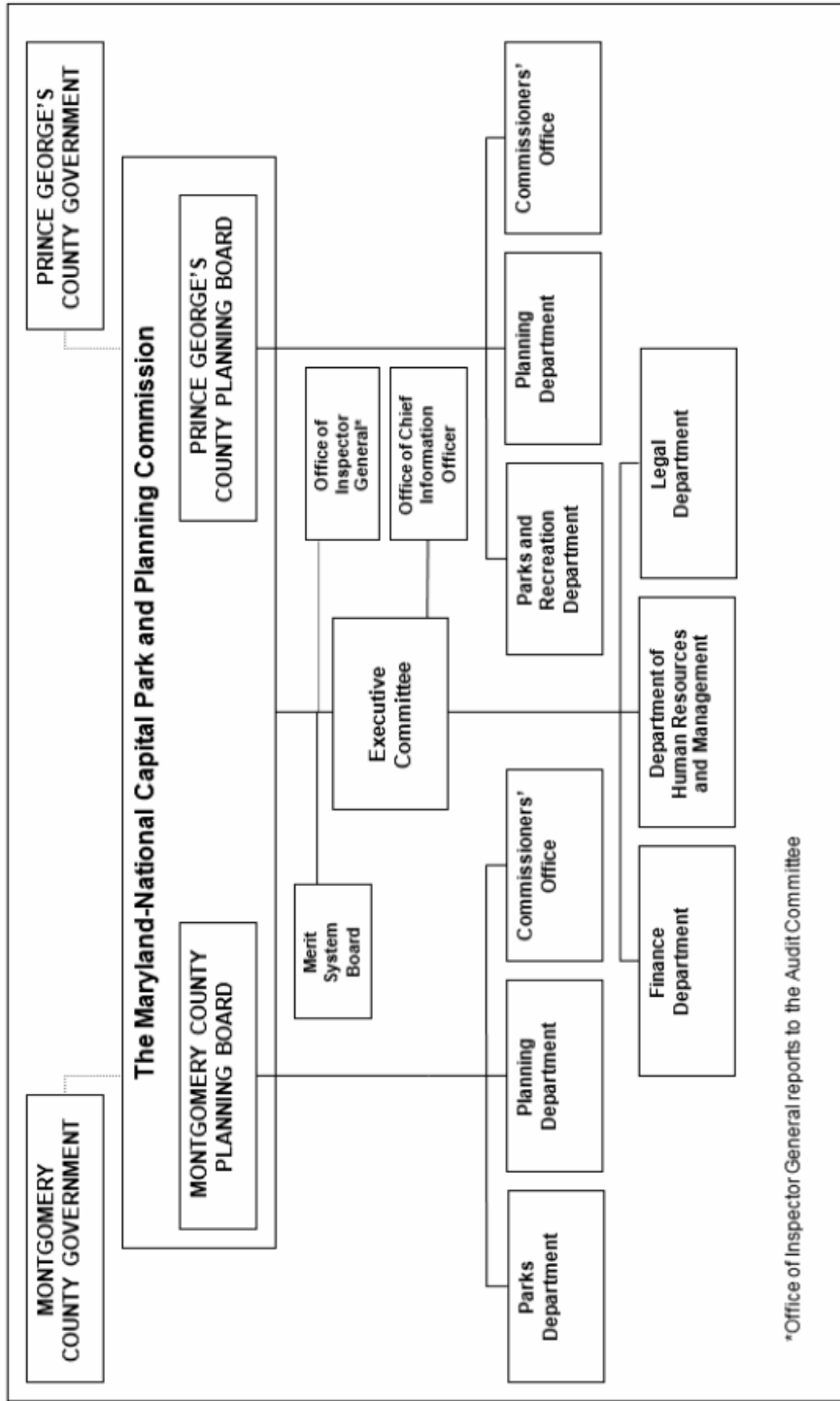
Salaries and Wages	0	0	0	0	—
Employee Benefits	0	0	0	0	—
Special Revenue Funds Personnel Costs	0	0	0	0	—
Operating Expenses	5,234,046	7,084,740	6,889,953	7,352,429	3.8 %
Special Revenue Funds Expenditures	5,234,046	7,084,740	6,889,953	7,352,429	3.8 %

PERSONNEL

BUDGET SUMMARY

	Actual FY19	Budget FY20	Estimate FY20	Recommended FY21	%Chg Bud/Rec
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	34.15	34.15	34.15	38.25	12.0 %
REVENUES					
Intergovernmental	322,860	296,730	345,560	510,750	72.1 %
Investment Income	166,385	55,000	64,350	110,000	100.0 %
Miscellaneous	270,893	239,400	363,303	283,000	18.2 %
Service Charges	4,598,030	3,198,043	3,146,925	3,285,260	2.7 %
Special Revenue Funds Revenues	5,358,168	3,789,173	3,920,138	4,189,010	10.6 %
DEPARTMENT TOTALS					
Total Expenditures	148,297,166	158,032,034	158,359,758	161,197,550	2.0 %
Total Full-Time Positions	0	0	0	0	—
Total Part-Time Positions	0	0	0	0	—
Total FTEs	1,089.66	1,102.41	1,102.41	1,127.34	2.3 %
Total Revenues	146,805,323	158,075,087	155,855,943	164,312,031	3.9 %

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION



*Office of Inspector General reports to the Audit Committee

Master Plan & Major Projects	2020					2021					2022					2023																							
	FY21					FY22					FY23																												
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J			
Germantown Plan for Town Sector Zone	Staff																																						
Complete Streets Design Guide/Roadway Functional Class System	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Shady Grove Sector Plan - Minor Master Plan Amendment	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Ashton Minor Master Plan Amendment	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
General Plan Update	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Rustic Roads Functional Master Plan Update	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Great Seneca Science Corridor Plan Amendment	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Pedestrian Master Plan	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
I-270 Corridor Transit Plan	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Silver Spring Master Plan	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Takoma Park Minor Master Plan Amendment																						Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Fairland/Briggs Chaney Minor Master Plan Amendment																						Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff							
Subdivision Staging Policy Update	Staff	Staff	Staff	Staff	Staff																																		
Preserving Community Value of Ethnically Diverse Retail Centers	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																													
White Flint Sector Plan's Metrorail Station Area - Ten Year Check Up	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																													
Predictive Safety Analysis	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																													
Urban Loading and Delivery Management Study	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																													
Mixed Use Development: Current Status and Future Trends	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																								
Equity Opportunity Index	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																								
Historic Preservation at 40	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff	Staff																								

Staff
 Planning Board
 Planning Board Draft
 CE Review & Council Noticing Period
 Hearing
 Council Review
 Commission Adoption, SMA
 Montgomery County Elections

<i>FY21 One-Time Expenses</i>		
	Takoma Park Minor Master Plan Amendment	125,000
	Fairland-Briggs Chaney Minor Master Plan Amendment	50,000
	General Plan Update Support	50,000
	Silver Spring Master Plan Support	20,000
	Subtotal - Proposed One Time Expenses	245,000
<i>FY21 On-Going Expenses</i>		
	Strategic Communications Consulting	70,000
	Countywide Historical Markers	5,000
	Subtotal - Proposed One Time Expenses	75,000
	Total FY21 Work Program Support Expenses	320,000
<i>Less: FY20 One-Time Expenses</i>		(715,000)
	I-270 Transit Corridor Functional Master Plan Support - approved 1/20	(300,000)
	Total Reductions One-Time FY20 Expenses	(1,015,000)
<i>FY21 Proposed One-Time Expenses, New Initiatives</i>		
	Mixed - Use Trip Generation Tool	125,000
	Equity Opportunity Index	75,000
	Urban Loading and Delivery Management Study	25,000
	Historic Preservation at 40	50,000
	Bikeway Branding Plan	50,000
	Noise Guidelines Update	25,000
	Mixed Use Development: Current Status and Future Trends	100,000
	Total New Initiatives	450,000